

## Anne Arundel County OFFICE OF CENTRAL SERVICES Records Management Division

Schedule No. C-754

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## RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY A CONTROL DIVISION Central Garage			
1	AGENCY LOUD TO UNITED TO THE CONTROL OF THE CONTROL	K.	
item No.	Description	<u> </u>	Retention Or #S
1.	General Files  Subject arrangement of original letters, memorandum and any and material related to the administ the agency, bureau and/or divis	all other cration of	Retain five (5) years, then destroy.
2.	Payroll/Time and Attendance Records  Federal audits may be randomly conducted which require documentation of all expenditures including payroll. These audits may make retention of some payroll records beyond the scheduled period necessary.  These records contain copies of computer print-outs of payroll entries into the County automated system, and hard copies of time and attendance sheets (FLSA), as well as copies of manually entered payroll sheets submitted to the Payroll Office for merit personnel.		Retain three (3) years, then destroy.
3.	Policies, Procedures and Directives  Files consist of policies, procedures and directives set forth by the Department designed to influence and determine decisions, actions and other matters pertaining to the overall operation of the Department, including studies and reports conducted within the Department.		Retain permantly. Periodically transfer to Maryland State Archives.
Schedule Approved by Records Management Officer Schedule Approved by Chief Administrative Officer			
Date	18/96 Jacquelue M. Rya-	3/4/96	Signature
Schedule Approved by		Schedule Approved by	
	2/26/96 Teur L. Beloker	State Archvist	ward C. Seperfus fr
Cale	Signature	Date	Signature



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m No.	Description	Retention
4.	Vehicle Files	
	Files contain warranty and purchasing information, complete work order history, key codes, and any information pertaining to accidents the vehicle was involved in.	Retain 3 years after disposal or sale, then destroy.
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20734	Page 1 Of 4	
DEPARTMENT/AGENCY Public Works	2 DIMISION Central Garage	3. UNIT	
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retantion and disposition purposes.	
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR	
General Files		то	
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Senes)	
Subject arrangement of original incoming letters, memorandum and any all other material related to the administration of the agency, bureau and/or division.			
		T	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME X File Orawer(s)	
od Letter Size □ Microfilm	XX Alphabetical	□ Microfilm Reel (s) □ Computer Tape (s)	
D Legal Size D Computer Tape	□ Numencal	5 G Other (Specify)	
🗆 Bound Book 🗀 Floppy Disk	Chronological .	Number	
CI Audio Tape II Video Tape	□ Geographicat	10. ANNUAL ACCUMULATION  X File Drawer (s)	
a Other (Spearly)	Other (Specify)	☐ Microfilm Reel (s)	
		Computer Tape(s)  Cother (Specify)	
		Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
aX Dauty □ Weekly □ Monthly	5 Number	Month(s) Year(s)	
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	E? (If yes, specify agency or office)	
Millersville Garage	O Yes	¥ No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
□ Yes X No	C <sup>X</sup> None C State C	Federal 🗆 Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any haroware/software)  C Yes &X No	18. RECOMMENDED RETENTION 5 years, then destroy		
19. NAME AND TITLE OF PREPARER Susan Shives, Clerk Typist III	20. TELEPHONE NUMBER 222-8020	21. DATE 8/12/94	

INSTRUCTIONS — TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20734	Page 2 of 4	
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT	
Public Works	Central Garage	·	
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retantion and disposition purposes.	
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR	
Payroll/Time and Attendance Record	ls	то	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Senes. Include the purpose or function of the Senes)  These records contain copies of computer print—outs of payroll entries into the County automated system, and hard copies of time and attenance sheets (FLSA), as well as copies of manually entered payroll sheets submitted to the Payroll Office for merit personnel.			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME XX File Orawer(s)	
XX Letter Size D Microfilm	Xi Alphabetical	Microfilm Reel (s)     Computer Tape (s)	
□ Legal Size □ Computer Tape	☐ Numencal	Other (Specify)	
□ Bound Book □ Floppy Disk	M⊈ Chronologicat	Number	
CI Audio Tape CI Video Tape	. D Geographical	10. ANNUAL ACCUMULATION XEX File Drawer (s)	
Other (Specify)	Other (Specify)	Microfitm Reel (s)     Computer Tape(s)     Other (Specify)	
44 515 10 1050	12. FILE BECOMES INACTIVE AFTER	Number	
11. FILE IS USED  Dauly X Weekly D Monthly		Month(s) X Year(s)	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Millersville Garage	14. IS RECORD SERIES DUPLICATED ELSEWHERE	E? (If yea, specify agency or office)	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
□ Yes X5X No	□ None □ State 🔏 s	Federal C Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)  18. RECOMMENDED RETENTION  3 years then destroy			
19. NAME AND TITLE OF PREPARER Susan Shives, Clerk Typist III	20. TELEPHONE NUMBER 222-8020	21. DATE August 12, 1994	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO RGAD P.O. BOX 275 - JESSUP, MARYLAND 20734	Page 3 of 4
. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Public Works	Central Garage	
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
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Policies, Procedures and Directiv	res	
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conducted within the Department.		· ·
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
dX Lener Size   Microfilm	☐ Alphabetical	☐ File Drawer(s) ☐ Microfilm Reel (s)
D Legal Size D Computer Tape	O Numencal	Computer Tape (s)  Other (Specify)
D Bound Book D Floopy Disk	<ul> <li>Chronological</li> </ul>	Number
CI Audio Tape CI Video Tape	Geographical	10. ANNUAL ACCUMULATION
Other (Specify)	Cither (Specify)	☐ File Drawer (s) ☐ Microfilm Reel (s) ☐ Computer Tape(s) ☐ Other (Specify)
		Number
11. FILE IS USED  when needed  Daily  Weekly  Monthly	12. FILE BECOMES INACTIVE AFTER	Month(s)   Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	E? (If yes, specify agency or office)
Millersville Garage	a Yes a No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
CI Yes CK No	None 🗆 State 🗆	Federal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)  17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION Retain permantly	
19. NAME AND TITLE OF PREPARER Susan Shives, Clerk Typist III	20. TELEPHONE NUMBER 222-8020	21. DATE August 12 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECURDS INVENTOR I
SCHEDULE (DGS 550-1)	7275 WATERLOO RGAD P.O. BOX 275 - JESSUP, MARYLAND 20734	Page <u>4</u> Of <u>4</u>
DEPARTMENTIAGENCY	2. DIVISION	3. UNIT
Public Works	Central Garage	
DEFINITION - Records Series - A group of related recor	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Vehicle Files		то
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Senes)
Files contain warranty and purcha key codes, and any information pe	asing information, complete we ertaining to accidents the ve	ork order history, chicle was involved in.
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME  A File Drawer(s)
©∏ Letter Size □ Microfilm	☐ Alphabetical	☐ Microfilm Reel (s)
🗆 Legal Size 🗆 Computer Tape	X Numerical	Computer Tape (s)  Other (Specify)
tal Bound Book tal Floopy Disk	Chronological	85 Number
CI Audio Tape CI Video Tape	G Geographical	10. ANNUAL ACCUMULATION
□ Other (Specify)	Other (Specify)	dX File Drawer (s)  Microfilm Reel (s)
	,	Computer Tape(s)  Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Mariy □ Weekhy □ Monthly	C	Month(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	E7 (If yes specify agency or office)
Millersville Garage	□ Yes	₩ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes X No	Xã None □ State □	Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)  2. Yes	18. RECOMMENDED RETENTION  Retain 3 years after t	the sale or loss of vehicle.
Z 18 Z NO		
19. NAME AND TITLE OF PREPARER Susan Shives, Clerk Typist III	20. TELEPHONE NUMBER 222-8020	21. DATE August 12, 1994